

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
STATE SCHOOL DEPARTMENT HEAD
Walter G. Cady School

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: **CJTS - 1225 SILVER STREET, MIDDLETOWN, CT 06457**

Job Posting No: **MBSSD43819**

Hours: 35

Salary: TS6Y \$79,147.00 - \$112,149.00

Closing Date: 2/13/2015

Eligibility Requirement: The Department of Children and Families at the Connecticut Juvenile Training School has one (1) vacant, Full Time, 35 hour position as a [State School Department Head](#) at the Walter G. Cady School. Schedule: Monday thru Friday. This position provides supervision to staff of an educational program; plans and directs certain phases of education and training program; evaluates staff performance; ensures that the educational program is in compliance with Federal and State regulations and agency policies and procedures; obtains and safeguards necessary program resources such as supplies and equipment; interviews students and assigns them to proper class level; plans and organizes curricula for assigned subject areas; supervises extra-curricular activities; maintains records of students' progress; makes reports on students, teachers, and programs to administrators and other officials as required; may teach classes, performs related work as required.

Knowledge, Skills and Abilities: Knowledge of philosophy and methods of education and teaching; knowledge of the principles and practices of education for special needs population; ability in written and oral expression; ability to work effectively with others; supervisory ability.

General Experience: A Master's degree in education or related field plus eighteen (18) semester hours of graduate credit and completion of fifty (50) school months of successful teaching or service employment as identified in State of Connecticut, Regulation of State Board of Education, Sec. 10-145d-574(a - f).

Special Requirement:

1. Connecticut State Board of Education certification as an Intermediate Administrator/Supervisor will be required at time of appointment.
2. Incumbents in the class may be required to possess and retain a current Connecticut Motor Vehicle operator's license.

Character Requirement: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made prior to appointment.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

In order to be considered for the position interested and qualified candidates who meet the above requirements must submit a State Employment Application (CT-HR-12), resume, letter of intent and three (3) letters of professional reference. State employees must submit two most recent performance appraisals for references. When applying for this position, you must include the posting # MBSSD43819. In order to be considered for this position all requested materials must be submitted before 5:00 P.M. on the closing date.
NO FAXES OR E-MAILS WILL BE ACCEPTED. ALL APPLICATIONS WILL BE CONSIDERED IF HAND DELIVERED OR POSTDATED BY THE CLOSING DATE.

Mail Application to:
DCF - CJTS
Bernice Morgan
1225 Silver Street, Middletown CT 06457

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.